

AHF EVENT MANUAL



**Guidelines and Checklist
for the Host National Associations of
AHF Events**



Contents

1	Introduction	5
2	Authority, Contact and Cooperation	5
2.1	Cooperation between AHF, Host NA and Local Organizing Committee	5
2.1.1	Planning.....	6
2.1.2	Operations	6
2.1.3	Post-Event Report	6
2.2	Finances	6
2.2.1	Event Budget	6
2.2.2	Hosting Fee	7
2.3	Insurance.....	7
2.4	Legal.....	7
3	Technical Requirements	7
3.1	Competition Pitch.....	8
3.1.1	Goals and Flags.....	8
3.1.2	Pitch Watering	8
3.1.3	Lighting	8
3.1.4	Scoreboard and Match Clock.....	8
3.1.5	Technical Table	8
3.1.6	Team Benches.....	9
3.1.7	Stick Storage	9
3.2	Balls.....	9
3.3	Water and Ice	10
3.4	Practice Requirements.....	10
3.5	Additional Facilities	10
3.5.1	Changing Rooms	10
3.5.2	Team Video Platform	10
3.5.3	Warm-up and Cool-down Area.....	11
3.5.4	Office Areas.....	11
3.5.5	Seating	11
3.5.6	Other Facilities.....	11
4	Venue Services.....	12
4.1	Accreditation	12
4.2	Medical Services.....	12
4.2.1	Ambulance.....	13
4.3	Anti-Doping.....	13
4.4	Event Secretariat	13
4.5	Safety and Security.....	14
4.6	Sport Presentation	14
4.6.1	Sound System	14
4.6.2	Announcers	14
4.6.3	Music	14
4.7	Technology	14
5	Competition Management	15
5.1	Competition.....	15
5.1.1	Match Schedule	15
5.1.2	Pre-Competition Meetings.....	15
5.1.3	Match Documentation	16
5.1.4	Results Service.....	16
5.1.5	Weather Information	16



5.1.6	Ball Patrol	16
5.2	Event Officials.....	16
5.2.1	Appointments.....	16
5.2.2	Per Diems.....	16
5.2.3	Communication with Event Officials	17
5.2.4	Visa Requirements.....	17
5.2.5	Uniforms	17
5.3	Participating Teams	17
5.3.1	Invitations and Confirmation of Participation	17
5.3.2	Team Entries	17
5.3.3	Insurance.....	18
5.3.4	Communication with Teams.....	18
5.3.5	Visa Requirements.....	18
6	Event Services	19
6.1	Accommodation	19
6.1.1	Hotels	19
6.1.2	Accommodation for Event Officials	19
6.1.3	Accommodation for Teams	20
6.1.4	Accommodation for Media	20
6.1.5	Accommodation for Others	20
6.1.6	Meeting Room for Teams.....	20
6.2	Local Transport.....	20
6.2.1	Local Transport for Event Officials	20
6.2.2	Local Transport for Teams.....	20
6.2.3	Local Transport for Media	21
6.3	Travel.....	21
6.3.1	Travel for Event Officials.....	21
6.3.2	Travel for Teams.....	21
7	Commercial Rights.....	22
7.1	Allocation of Commercial Rights	22
7.1.1	List of Rights Reserved for the AHF.....	22
7.1.2	List of Rights Reserved for the Host NA.....	22
7.1.3	List of Shared Commercial Rights.....	22
7.1.4	Additional Commercial Rights	23
7.2	Restrictions.....	23
8	Marketing, Promotion and Ticketing.....	23
8.1	Event Logo, Event Title and Other Logos.....	23
8.2	Print and Promotional Materials	23
8.2.1	Program Book.....	23
8.3	Branding and Signage	24
8.3.1	Perimeter Boarding.....	24
8.3.2	Technical Table	24
8.3.3	Match Results Board.....	24
8.3.4	Backdrops.....	25
8.4	Merchandising	25
8.5	Website, Social and Digital Media.....	25
8.6	Ticketing	25
9	Media and Broadcast Services.....	25
9.1	Media.....	26
9.1.1	Media Officer	26
9.1.2	Accreditation and Access Control	26
9.1.3	Media Center	26
9.1.4	Mixed Zone.....	26
9.1.5	Press Conferences	26
9.1.6	Photographer Positions.....	27



9.2	Broadcast	27
9.2.1	Rights	27
9.2.2	Responsibilities	27
10	Protocol and Hospitality	27
10.1	Protocol	27
10.1.1	Flags.....	27
10.1.2	Pre-match Protocol	27
10.1.3	Opening Ceremony.....	28
10.1.4	Closing Ceremony	29
10.2	VIPs and Hospitality.....	29
10.2.1	Event Hospitality	29
10.2.2	Official Function	29
10.2.3	Any Other Functions	30
Appendix A:	AHF Event Checklist	31
Section A	- Organisation and Planning	31
Section B	- Team and Officials Information.....	31
Section C	- Transport	32
Section D	- Hotel Accommodation	33
Section E	- Catering Arrangements	33
Section F	- Pitch	33
Section G	- Stadium	34
Section H	- Media and Commercial	35
Section I	- Miscellaneous.....	35
Appendix B:	AHF Responsibility Chart	36



1 Introduction

This event manual is provided by the Asian Hockey Federation (AHF) for all events for which no event-specific manual has been agreed.

This event manual will generally apply for the following events (men and women):

- AHF Cup
- Asian Challenge
- Asian Games Qualifying Tournament
- Junior Asia Cup (only women)
- Junior AHF Cup
- U18 Asia Cup
- U18 AHF Cup
- U16 Asia Cup
- U16 AHF Cup

The event manual complements and supports the hosting agreement signed by the AHF and the Host National Association (Host NA) and should be considered an integral part of the agreement between the two parties regarding the hosting, planning and delivery of the event.

In the event of an inconsistency between this event manual and the hosting agreement, the hosting agreement shall always prevail.

This event manual describes the obligations and expectations that the Host NA must fulfil when planning and delivering the above-mentioned events in detail, and aims to support the Host NA in doing this in an organized, effective and efficient manner.

Each event focuses attention on our sport and its athletes, and the event manual aims to assist the Host NA in planning quality services and facilities that ensure a positive experience across all stakeholder groups, including teams, commercial partners, media, broadcasters, VIPs, spectators, event officials and others.

2 Authority, Contact and Cooperation

Authority to organize any AHF event is the exclusive jurisdiction of the AHF Executive Board.

Contact with the AHF shall be through the CEO AHF Tayyab Ikram (tayyab.ikram@asiahockey.org) or the AHF Event and Sport Director (elisabeth.fuerst@asiahockey.org).

2.1 Cooperation between AHF, Host NA and Local Organizing Committee

All AHF events are organized under the authority and ownership of the AHF.

The Host NA and Local Organizing Committee (LOC) are responsible for delivering the event, with the Host NA retaining ultimate responsibility.

The AHF, Host NA and LOC must work in an effective and collaborative partnership to deliver the event. To achieve this, efficient communication channels must be established at the earliest opportunity and the parties must communicate continuously throughout the planning and delivery.

The Host NA must designate a main contact person who will be responsible to respond to the AHF Office with all details pertaining to the tournament. The full address, email and mobile



number of the contact person must be made known to the AHF CEO or AHF Event and Sport Director.

2.1.1 Planning

The AHF provides an event checklist which shall be used by the AHF, the Host NA and the LOC to monitor and discuss the progress of event planning and preparations. This checklist is included as Appendix A of this document.

2.1.2 Operations

From the time of arrival of the Technical Delegate and AHF Representative until the end of the competition, there will be close cooperation between the Host NA, the LOC and these officials as well as any AHF staff or advisors present in an operative role.

2.1.3 Post-Event Report

Within one month of the event concluding, the Host NA shall complete a post-event report and submit it to the AHF. A template for this report will be made available by the AHF.

2.2 **Finances**

The Host NA is responsible for ensuring sound fiscal practice in the organizing of the event in question.

It should be noted that all costs associated with planning and delivering the event are the responsibility of the Host NA, unless otherwise stated in the Hosting Agreement or in this Event Manual.

2.2.1 Event Budget

The Host NA must prepare an Event budget to fully understand the financial situation and needs of the event.

The below table provides an overview of typical cost and income items, but does not constitute an exhaustive list of possible positions.

Cost	Income
Venue hire and operational costs	Ticketing
Hospitality	Merchandising
Travel, accommodation, per diems for event officials	Hospitality
Transport for event officials and teams	Support from public authorities
AHF hosting fee	Sponsorship and advertising
Production of print and promotional items	Public catering or fees from caterers
Medals and awards	Fees from exhibitors and vendors
Uniforms for event officials, volunteers, ball patrol	Provision of accommodation and meals for teams
Salaries for event-specific staff (if any)	
Official function	



2.2.2 Hosting Fee

The Host NA should be mindful of the AHF hosting fee. The hosting fee amount is agreed between the AHF and Host NA and confirmed in the hosting agreement, including any relevant conditions.

2.3 Insurance

It is recommended that the Host NA take out and maintain in force for the event and at all relevant times the following types of insurance coverage:

- comprehensive third party liability insurance cover (to include, without limitation, any potential public liability claims against the AHF and any of its employees, agents, contractors, service providers and/or other representatives)
- specific cancellation / rescheduling / abandonment insurance cover which is sufficient to cover the Host NA if the event is cancelled, abandoned or rescheduled or that the AHF or the Host NA incurs additional expenses to avoid such cancellation, abandonment or rescheduling.

2.4 Legal

The Host NA must note all legal requirements listed in the hosting agreement and in this event manual and comply with these accordingly, and it is the responsibility of the Host NA to ensure that the event is organized and delivered in compliance with local legislation.

The Host NA must work with public authorities to ensure that the venue complies with any and all applicable laws, rules and regulations. All health and safety precautions, statutory, legal and/or regulatory requirements must be satisfied.

All relevant and necessary approvals, grants, consents, authorities, clearances and licences must be obtained from the necessary authorities (including all relevant health and safety certificates and liquor licences) to enable the event to take place.

The Host NA must provide all relevant documentation of compliance, in an original in English language or a certified translation, to the AHF on request.

Agreements must be made with the tax authorities to minimise tax impact on event participants.

3 Technical Requirements

All venue and technical requirements outlined in this manual must be fulfilled by the Host NA.

The term *venue* is used to describe the entire facility used for the event, including the field of play, stands, changing rooms, office areas, medical areas, media center, broadcast compound, parking areas and any other areas to which spectators, participants, VIPs and any guests are admitted.

The event venue and all related infrastructure must be for the exclusive use of the event from two days before the start of the competition until and including the day after the final day of the competition, with the Host NA responsible for all venue hire and operational costs.

During the period from two days before the start of the competition until and including the day after the final day of the competition, the Host NA must ensure that the event venue and all related infrastructure are and remain fully functional, operational and in an appropriate condition for the event. This requires daily cleaning and suitable waste removal arrangements.



In case of doubt, clarification can be sought from the AHF CEO or AHF Event Director.

3.1 Competition Pitch

The Host NA is obliged to provide one competition pitch which is a water-based installation (unfilled synthetic surface), without advertising on the playing surface. It is preferable that the competition pitch have a valid Certificate of Pitch Compliance issued by the FIH.

3.1.1 Goals and Flags

The Host NA is obliged to provide two goals and four flags installed on the competition pitch in accordance with the current Rules of Hockey, plus one reserve goal and two reserve flags stored close to the pitch.

3.1.2 Pitch Watering

Watering facilities capable of evenly wetting the entire field of play including the overruns must be in place.

Back-up hoses must be available for additional manual watering as necessary, close to the pitch but safely stored to avoid tripping hazards.

3.1.3 Lighting

If required, i.e. if the match schedule provides for matches that will require to be played under lights, the pitch lighting must meet the standards set out in the FIH Guide to the Artificial Lighting of Hockey Pitches (available from the FIH website <http://www.fih.ch>).

3.1.4 Scoreboard and Match Clock

A scoreboard including a match time clock which is operable from the technical table should be installed for the competition pitch.

The scoreboard should allow the following displays:

- remaining playing time (15 minute countdown)
- eight second shoot-out countdown
- current score, indicating country names in full or as three-letter country codes and allowing for two digits for goals on each side

Preferably, the scoreboard will also be able to display the remaining warm-up time, freely programmable to any duration / starting point.

The scoreboard should be directly and easily visible from the technical table and team benches.

3.1.5 Technical Table

The technical table:

- includes an appropriate working table, with the front and two sides of the table closed completely from the top of the table to the floor,
- is situated in line with the center line of the field of play on the same side as the team benches, without interfering with spectators' view of the pitch,
- has seats for four persons at the table,
- is at least three meters away from the side line of the field of play,
- has electrical outlet points for computers and printer,
- allows a clear view of the field of play and has a protective cover against sun, wind, rain and pitch watering,
- has access points that permit easy access to the field of play for event officials,



- does not have any easily breakable cover, windows etc. that may be exposed to hockey balls,
- has additional seats in the immediate vicinity for authorised personnel (e.g. Technical Delegate, Medical Officer),
- has two seats for temporarily suspended athletes on each side of the table, and
- is elevated 300 mm above ground level.

The following equipment and documents must be available at the technical table:

- a desktop computer or laptop for results management with internet access (preferably LAN internet access) plus a printer (preferably in color)
- three stop watches
- scoreboard operation panel
- two audible hooters (air horns)
- two sets of official warning cards (green, yellow and red) as used by the umpires
- two spare whistles
- four captain's arm-bands or ribbons in different colours
- two stick control rings and two stick bow measurers (see FIH Tournament Regulations or FIH Rules of Hockey for device measurement specifications)
- non-acid disinfectant surface cleaner or an 80% alcohol solution, and three pieces of cloth for cleaning blood-stains from the field of play
- plastic gloves for cleaning bloodstains from the field of play
- stationery and pens/pencils
- two clipboards
- a waste bin

3.1.6 Team Benches

Team benches (or chairs) must sit a minimum of 11 persons on each side of the technical table not more than 10 meters from the table.

The team benches must be no closer to the field of play side-line than the technical table and allow teams a clear view of the field of play. They must have a protective cover against sun, wind, rain and pitch watering. Each team bench must have a waste bin.

In cases of extreme heat, cooling fans should be provided.

3.1.7 Stick Storage

There will be one stick storage device (rack or bin) for each playing team to be used for storing sticks while not in use during the match.

The storage devices must hold at least 18 sticks each and provide cover to protect sticks from watering or rain. The devices must be positioned on either side of the technical table between the table and the team bench.

3.2 **Balls**

Only FIH-approved hockey balls must be used. The Host NA must seek AHF approval of the ball make, model and colour. Upon approval, the Host NA is obliged to communicate this information to teams without delay.

The availability of practice and pre-match warm-up balls is the responsibility of participating teams.



3.3 Water and Ice

Ice for injury treatment must be provided at the competition pitch for teams and event officials during the event and for training from two days prior to the competition. A minimum of five kg of fresh ice must be provided for injury treatment per team per match or training session.

Bottled water should be provided for matches, with minimum of 40 litres must per team per match, but additional bottles should be available if temperatures and/or humidity are extreme.

3.4 Practice Requirements

The Host NA must ensure that the competition pitch is available to all teams for training on the two days prior to the start of the competition as well as during the competition.

The scheduling of practice times is the responsibility of the Host NA. All practice sessions will be allocated depending on availability and on a fair and equitable, but first come, first serve basis.

Each participating team must be allowed to practice on the competition pitch for at least 60 minutes per day during the two days prior to the start of the competition.

For each team, at least two hours of practice (in one or two sessions) at the event venue during the two days prior to the start of the competition shall be offered free-of-charge.

Any practice sessions taking place earlier than two days before the start of the competition may be invoiced to the team requesting the same, unless the Host NA can absorb this cost.

If necessary and appropriate, an alternative practice venue shall be made available to participating teams with the respective cost invoiced to each team per practice session. Teams must be suitably informed of the cost arising from a booking prior to confirming their practice times.

If matches are to be played under artificial lighting, at least at least 60 minutes of training under artificial lighting must be offered for each team prior to the start of the competition.

3.5 Additional Facilities

3.5.1 Changing Rooms

The Host NA must provide a minimum of four lockable changing rooms for teams plus two lockable changing rooms for event officials (one for umpires and one for technical officials).

All changing rooms must be located close to the pitches.

Each changing room must have a minimum dry area of 36 m² and benches or chairs, showers (hot and cold water) and toilets. Team changing rooms must be cleaned thoroughly after each team's exit, officials' changing rooms must be cleaned once a day.

3.5.2 Team Video Platform

A team video platform should be provided by the Host NA.

The platform should have a width and depth that allows enough room for two persons from each team participating in the event to work comfortably. The platform must be safe and stable and positioned at a height sufficient to provide a clear view of the field of play and minimize the risk of ball impact, ideally behind one of the goals.

It should be covered and provide adequate protection against the elements. It should provide access to power (minimum two power points per team) and two chairs and table space for each team.



No personnel other than members of participating teams (athletes or staff), and no more than two members of each team at any one time, may access the team video platform during matches.

3.5.3 Warm-up and Cool-down Area

The Host NA must provide a warm-up and cool-down area of at least 50 meters x 50 meters for the warm-up and cool-down of playing teams prior to and after their matches. Ideally it should have the same surface as the competition pitch.

A hockey surface, with lines and goals, is recommended but not required; in any case the warm-up and cool-down area needs to be flat and even to minimise the risk of injury, and it must remain usable when it rains.

3.5.4 Office Areas

The following offices must be provided at the venue, fully equipped and lockable:

- one office for the AHF Representative (if appointed)
- one office for the Technical Delegate (one person)
- one office for the Umpire Manager (one person)
- one office space for the event secretariat
- one office space for the LOC (may be shared with event secretariat)

Each office must have an appropriate number of desks and chairs.

Ideally, each office should also contain one desktop computer or laptop (including word processing and spreadsheet software, PDF viewing and writing software as well as an internet browser), a printer and a photocopier (as one or separate pieces of equipment). At a minimum however, the event secretariat must dispose of a printer and photocopier.

Each office should contain at least one lockable cabinet for personal property and official documents and must have office stationery available.

Refreshments and snacks should be provided throughout each competition day in all offices.

3.5.5 Seating

Seating may be permanent and/or temporary.

At the competition pitch, seating is required for spectators, teams, event officials, media and VIPs. All seating must have full viewing capacity of the entire field of play.

The seating for VIPs as well as media seating (if any) should both preferably be at or near the center line (but separate) and covered.

The seating for teams and event officials should be separate from the general spectator area and media.

Media seating should provide table seating for accredited media with a sufficient number of electrical outlets and access to at least one dedicated and secure wireless internet network.

3.5.6 Other Facilities

A meeting room for multiple uses including hearings should be provided.

An event officials' lounge should be provided from the start of the competition, for the exclusive use of the appointed event officials, with refreshments and snacks provided throughout each competition day.

The Host NA should provide communal lockable storage space at the venue, accessible by all teams for storage of team equipment, goal-keeper kit, water containers etc.



To enhance the spectator experience and enjoyment at the venue, it is recommended that the Host NA provides a “spectator plaza” for display and/or sales positions for different exhibitors (including commercial partners), catering and merchandising (including program books) outlets, entertainment and participation stations, public information kiosk/s, rest areas, shade and shelter and public toilets.

4 Venue Services

4.1 Accreditation

Access to the venue and to restricted areas within the venue must be controlled to ensure that any restricted areas are only accessed by suitably accredited personnel.

The following areas must be accessible only with the corresponding accreditation:

- Field of play (competition pitch, warm-up / cool-down area and adjacent areas, including team benches and technical table area)
- Team areas (changing rooms, team equipment storage, team seating, team video platform, first aid room, doping control station,)
- Event office areas (offices, meeting room(s), accreditation office, event officials’ lounge, event officials’ seating)
- VIP areas (seating, hospitality lounge)
- Media areas (if any)
- Broadcast compound (if any)

The Host NA must provide up to 28 accreditations per participating team. This includes a maximum of 18 athletes and a maximum of 10 accompanying staff for each team.

Team staff accreditations include coaches, assistant coaches, physical trainers or strength and conditioning coaches, team managers, doctors, physiotherapists, psychologists, video analysts and one Head of Delegation who has access to VIP seating and hospitality.

For team staff in categories not listed above, such as interpreters or security personnel, the allocation of an accreditation requires AHF approval.

Team staff accreditations must not be issued to personnel who do not have a staff role directly with the team, for example, NA representatives (other than one Head of Delegation), press officers, relatives or friends.

The AHF informs the Host NA how many and which type of accreditations it requires for AHF Executive Board and committee members, AHF staff, AHF commercial partners, guests and observers.

4.2 Medical Services

Appropriate medical support is essential.

The Host NA, in cooperation with the Medical Officer, is responsible for organizing and implementing medical facilities and providing medical services to teams and event officials from two days prior to the start of the competition until and including the final day.

A doctor who is a registered medical practitioner in the host country should be available at the event venue at all times when matches are being played.

Equipment required beside the competition field of play is:



- stretcher
- wood, aluminium or air splints for fractures of upper or lower limbs
- first aid materials
- seating for a doctor and stretcher bearers.

There must be a first aid room at the competition venue.

4.2.1 Ambulance

The presence of a fully-equipped ambulance with a driver on standby with paramedics available is a mandatory requirement for matches of the competition to start or proceed. For practice sessions, this is not required, but adequate transport must be available at all times, with a driver on standby for medical emergencies.

The ambulance must be positioned near the field of play with unobstructed access to the competition pitch and exit from the venue.

4.3 Anti-Doping

Anti-doping testing arrangements are mandatory in any AHF competitions which are direct qualifiers to an FIH event, including the Asia Cup, Junior Asia Cup, Indoor Asia Cup and U16 Asia Cup.

For these events, anti-doping tests must be carried out in accordance with the FIH Tournament Regulations, the FIH Anti-Doping Regulations, the WADA Code and WADA's International Standard for Testing, and the Host NA must arrange anti-doping testing services and cover all costs related to anti-doping for in-competition testing.

The number of tests to be performed depends on the number of teams participating:

- for up to 7 teams, 6 tests should be performed
- for 8 and more teams, 8 tests should be performed

However, the Host NA must arrange suitable facilities for anti-doping testing at the venue for all events, given that random testing may take place at any time and without prior notice.

4.4 Event Secretariat

The event secretariat provides administrative support to the event officials, AHF staff, AHF Executive Board and committee members and Host NA as required.

The secretariat should be available in the office of the event secretariat at all times between one hour before the start of the first match of the day and until all activities are finished for the day, as well as during office hours on the two days prior to the start of the competition.

Typical tasks include the composition and distribution of official event communications such as letters from the Technical Delegate to teams, assistance with producing and printing various documents, the recording of minutes at meetings etc.

The event secretariat also serves as the information desk for team managers and event officials, providing details such as

- Competition documentation such as the match schedule, appointment sheets, match reports
- Results
- Local transport schedules e.g. for shuttle buses
- Daily weather conditions and forecasts
- Forms for training requests
- General event-related information
- Possibility to book the meeting room(s) at the hotel



4.5 Safety and Security

The Host NA must take all necessary steps, including implementing appropriate operational policies and procedures, safety measures and risk management to ensure that all those entering the venue for any purpose for the event are safe and do not suffer injuries or losses during the event.

The Host NA must put in place safety and security plans including evacuation plan procedures and a mass casualty plan developed with the local authority emergency services.

The Host NA must also ensure the security of all equipment or property under its control and belonging to the teams, event officials, AHF Executive Board or committee members, AHF staff and AHF commercial partners. This includes providing appropriate overnight security.

4.6 Sport Presentation

Sport presentation arrangements contribute to the positive experience of all event participants. The aim should be to educate, inform, excite, engage and entertain the audience at the venue in a way that also enhances the experience of the participants.

Elements of sport presentation are the use of music, announcements and video within the venue, as well as animated performances inside the stadium or in spectator areas.

4.6.1 Sound System

The Host NA should provide a sound system for the competition pitch for the stadium announcer and playing music as part of the sport presentation program.

4.6.2 Announcers

The Host NA should appoint stadium announcers, preferably to make announcements in English as well as the national language(s) of the Host NA.

Announcements include

- pre-match details such as team names, player names, umpires' names
- instructions for spectators such as "Please stand for the national anthems"
- match information such as the score, goal scorers, card details, break durations
- post-match details such as the final result and goal scorers
- event information such as pool standings and match details for the following day
- any additionally relevant information such as details on special offers from vendors or on ticketing, entertainment activities, lost and found items
- commercial partner recognition

4.6.3 Music

A DJ should be available to play music between matches as well as at the appropriate times during matches (goal jingles, penalty corner jingles etc.).

The DJ will also be responsible for playing the national anthems during the pre-match protocol.

The DJ will work in close cooperation with the announcer(s).

4.7 Technology

Technology services are critical to the event and should be planned and operated with the appropriate care. Services provided should include

- internet networks: one dedicated, secure network for use by accredited personnel; this can be wi-fi but must have LAN connection options too; plus, LAN internet access at the technical table



- radios: a sufficient number of radios with a system of channels for pitch management, LOC, medical services etc., and also including one radio each for the Technical Delegate, Umpire Manager, Medical Officer and technical table
- phones: one mobile phone each for the Technical Delegate and Umpire Manager including a local SIM card with an amount of credit which can reasonably be expected to cover event needs and must not be used for private calls

5 Competition Management

5.1 Competition

5.1.1 Match Schedule

The AHF is solely responsible for the formulation of the match schedule but liaises with the Host NA about the sequence of match and rest days, the match times, the sequence of matches within each day etc. to ensure the schedule not only reflects TV broadcast requirements but also considers local circumstances.

The AHF will announce the match schedule, provide it to the Host NA, and circulate to all participating teams once it is confirmed.

The AHF reserves the right to change the match schedule as necessary for purposes of broadcast, weather or any other grounds that may affect the integrity of the competition.

5.1.2 Pre-Competition Meetings

The Host NA is responsible for arranging the meeting rooms and any necessary equipment (at a minimum, a beamer and screen) as well as transport for participants as necessary for the pre-competition meetings.

The meeting schedule is developed between the AHF and the Technical Delegate and forwarded to the Host NA for arranging. The meeting schedule is forwarded to participating teams by the Host NA.

Meeting	Attendees
Umpire Briefing	Technical Delegate, Umpire Manager(s), Umpires
Coach and Umpire Manager Meeting	Technical Delegate, Umpire Manager(s), Team Coaches
Equipment and Passport Check	Technical Delegate, Team Managers, Technical Officer, Judges
Medical Briefing	Technical Delegate, Medical Officer, Team doctors, Team physiotherapists
Team Manager Briefing	Technical Delegate, AHF Representative, Team Managers, Technical Officer, Judges, Umpire Manager(s), Media Officer, Medical Officer, Head of LOC and other Host NA representative/s
Event Officials Briefing	Technical Delegate, Technical Officer, Judges, Umpire Manager(s)

In addition to the personnel listed above, members of the AHF staff or nominated advisors may attend each of the meetings.



5.1.3 Match Documentation

For all senior and junior international events, the FIH's results management system (TMS) is used for all hockey matches and produces all match documentation. The system is managed and updated by the event officials.

For youth events (any U18 or U16 events), the standard FIH entry form, match reports, appointment sheets etc. are to be used. These forms are available from the AHF website.

5.1.4 Results Service

For youth events (any U18 or U16 events), which are not managed on the FIH's results management system (TMS), the completed match report of each match must be sent to the AHF via fax or email after the end of the match.

Arrangements should also be made to ensure that the results are communicated to press agencies and members of the press to ensure maximum coverage for the event.

5.1.5 Weather Information

The Host NA must advise the Technical Delegate of weather information, such as conditions, forecasts and warnings, in particular weather information with the potential to impact the event (e.g. extreme temperatures, high winds, heavy rain, thunderstorms).

5.1.6 Ball Patrol

The Host NA must provide ball boys / girls ("ball patrol") for each match.

The ball patrol for each match should preferably be six to eight, but no fewer than four, boys and / or girls between the ages of 10 and 18 years, with at least basic knowledge of the sport, a good understanding of the rules and regulations, and suitable training as a ball boy / girl.

For the duration of each competition day, one or more ball patrol supervisor(s) must ensure that the ball patrol is available and ready for the start of each match and stays focussed and engaged throughout each match. At least one reserve ball boy or girl should always be on standby in case of exhaustion, injury or sickness.

The Host NA must provide uniform shirts and / or jackets (in case of rain and / or cold weather) for the ball patrol that are preferably in a color that differs from most team colors (e.g. grey, pink, green, purple, orange) at its own cost. A secondary color uniform or bibs are recommended to avoid clashes with team shirt colors.

5.2 **Event Officials**

5.2.1 Appointments

All event officials are appointed by the AHF, as per the AHF Responsibility Chart in Appendix B of this manual.

5.2.2 Per Diems

In addition to full board (i.e. daily breakfast, lunch and dinner), the Host NA must provide a per diem (daily allowance) to each event official for additional expenses. The amount of the per diem will be agreed between the Host NA and the AHF.

The per diem must be provided for each day starting from and including the day of arrival until and including the last day of competition. A per diem is not required to be provided for the day of departure.

The amount corresponding to the per diems for the entire period must be paid to event officials on their day of arrival in cash and local currency.



5.2.3 Communication with Event Officials

The AHF will provide all contact details to the Host NA as soon as appointments are accepted and confirmed.

The Host NA must initiate communication with the Technical Delegate and Umpire Manager(s) immediately upon being informed of the appointment.

The Host NA will communicate with all event officials

- to discuss travel details before booking the relevant itineraries (for those event officials for whose travel the Host NA is responsible – see Appendix B: AHF Responsibility Chart)
- to confirm transfers upon arrival and departure (from airport / train station / ferry terminal to the hotel and back)
- to advise of visa requirements
- to provide useful information such as hotel and venue details, weather information etc.
- to establish any applicable dietary restrictions
- to request sizes for uniform shirts
- to request photos for accreditation purposes
- to provide details of the opening ceremony and official function (if any)

5.2.4 Visa Requirements

Some event officials may require visas to enter the Host NA country. This may require a formal letter of invitation from the host NA.

It is important that the Host NA is proactive in communicating with the event officials to inform them of any requirements and respond promptly with the required letter.

The Host NA is responsible for the cost of the visa application of those officials who it arranges travel for. The cost is to be reimbursed after provision of the relevant receipts before the end of the competition.

5.2.5 Uniforms

The Host NA must provide uniform shirts and / or jackets (in case of rain and / or cold weather) for all event officials (a minimum of two shirts per person, of the same or different colors) at its own cost.

In addition to these shirts, the Host NA must separately provide umpiring shirts for all umpires, with a minimum of two sets of shirts in contrasting colors. All advertising rights on the umpiring shirts are reserved for the AHF.

5.3 **Participating Teams**

5.3.1 Invitations and Confirmation of Participation

The invitation and confirmation of participating teams is the sole responsibility of the AHF.

Once the list of participating teams has been confirmed, the AHF will inform the Host NA of the list of participating teams and provide details of the contact person of each team.

5.3.2 Team Entries

The AHF is solely responsible for the collection of team entries.

The AHF will circulate a request for team entries to participating teams about 4 to 6 weeks prior to the start of the competition and keep the Host NA informed of the details received.



5.3.3 Insurance

Participating NAs are required to appropriately insure their teams against any loss and personal injury that may occur whilst at the event.

5.3.4 Communication with Teams

The AHF will provide contact details of all participating NAs to the Host NA as soon as participation has been confirmed.

The Host NA must initiate communication with the participating NAs immediately upon being informed of the appointment and maintain a regular, ongoing exchange of information with them in the lead-up to the event.

It is recommended that information is communicated as and when it becomes available, for example, in the form of a series of emails or electronic newsletters over time. Typically, the following event information is provided by the Host NA to the participating NAs:

- Venue name, address and location
- Make, model and colour of the pitch
- Make, model and colour of ball to be used
- Practice information and team request form
- Visa requirements (if any)
- Accommodation and Catering
- Names and Addresses for Recommended Hotels
- Costs for Bed and Breakfast only
- Cost of Meals at the Hotels
- Booking Conditions (booking form, applicable cancellation policies, deadlines for confirmation, payment structure)
- Transport information (including booking form)
- Pre-match meeting schedule
- Accreditation list (including a request form)
- Medical information
- Location of and services available at hospitals
- Telephone number of the Medical Officer
- Average weather conditions for the time of year of the event
- Information on the opening ceremony
- Information on the official function
- Types and prices of tickets available for supporters
- Any request for information (e.g. photo and team list for program book, goal jingle etc.)

5.3.5 Visa Requirements

Some participating teams may require visas to enter the Host NA country. This may require a formal letter of invitation from the host NA.

It is important that the Host NA is proactive in communicating with the participating NAs to inform them of any requirements and respond promptly with the required letter.

Applications for visas should be dealt with at least a month before the start of the competition. The Host NA must do their best to provide all necessary information and assistance to the teams who will travel to their country to compete.

6 Event Services

6.1 Accommodation

In addition to any requirements the Host NA and LOC may have, accommodation during events is required for participating teams, event officials, AHF Executive Board and committee members, AHF staff, AHF commercial partners, AHF guests, media and broadcasters.

6.1.1 Hotels

The Host NA must select a Main Hotel which accommodates all event officials as well as any AHF Executive Board and committee members, AHF staff and guests.

The Main Hotel should have a minimum of 4 stars in accordance with international standards. The room rate per night must be approved by the AHF and must be no more than USD 150 per room, including breakfast, all applicable taxes and internet access.

Furthermore, the Host NA must recommend a secondary, lower-priced official hotel option for teams. The room rate per night must again be approved by the AHF and must be no more than USD 100 per room, including breakfast, all applicable taxes and internet access.

The Host NA should also offer the option of full-board accommodation to teams, i.e. hotel rates including lunch and dinner.

The Host NA should preferably install a welcome desk at the Main Hotel, staffed during reasonable hours, to provide support, event information and transport services.

6.1.2 Accommodation for Event Officials

All appointed technical officials must be accommodated at the Main Hotel.

The Host NA must provide full board accommodation (including breakfast, lunch and dinner each day) for all event officials.

The Technical Delegate shall be entitled to full board from three nights prior to the start of competition to breakfast the day after the competition final. All other technical officials shall be entitled to full board from two nights prior to the start of competition to breakfast the day after the competition final.

For certain events, there may be a requirement to accommodate an AHF Representative, which will be communicated to the Host NA by the AHF Office in due time.

Accommodation requirements shall be as follows (see also Appendix B: AHF Responsibility Chart):

Single rooms for:

- Technical Delegate (TD)
- Umpire Manager(s) (UM)
- AHF Representative (if appointed)

Twin rooms for:

- Technical Officers
- Judges
- Umpires
- Media Officer
- Medical Officer

Please note that Technical Officers and Judges may only share a room with a Technical Officer or Judge, while Umpires must only share with Umpires.



If possible, all Umpires and the Umpire Manager(s) should be accommodated on the same floor of the hotel. The Umpire Manager(s) will advise the organizers of the room sharing allocation for the Umpires.

6.1.3 Accommodation for Teams

Participating teams are responsible for booking and paying for their own accommodation and meals. The Host NA must however assist the participating teams by recommending suitable hotels, including at a minimum the Main Hotel and secondary hotel as outlined above.

Participating teams are not obliged to follow the Host NA recommendations, but if a team selects accommodation which is farther than five kilometres from the any recommended hotel and the venue, the Host NA is not required to provide hotel-related services to that team free-of-charge, e.g. local transport, information delivery etc.

6.1.4 Accommodation for Media

The Host NA may recommend suitable accommodation to members of the media, however responsibility and cost of making accommodation arrangements are that of the individual journalist or their employer.

6.1.5 Accommodation for Others

The AHF will advise the Host NA of the accommodation needs for AHF Executive Board and committee members, AHF staff, AHF commercial partners and guests, all of which should preferably be accommodated at the Main Hotel.

This accommodation is the AHF's cost responsibility but the Host NA must facilitate the booking process.

6.1.6 Meeting Room for Teams

If possible, a meeting room for teams and Umpires should be provided free of charge at the Main Hotel, equipped with a TV, video playback facilities, a whiteboard and/or flip chart. The Host NA should establish a booking process for the use of this room (these rooms).

6.2 Local Transport

The Host NA must provide local transport services as outlined below.

6.2.1 Local Transport for Event Officials

For all event officials, the host NA must provide free of charge:

- Transfers on arrival and departure from airport/train station/ferry terminal to Main Hotel and back
- Transfers from the Main Hotel to the venue and back
- Transfers between the Main Hotel and the official function and opening and closing ceremonies

The Host NA must confirm the transport schedule with the Technical Delegate and Umpire Manager(s).

It is recommended that the Technical Delegate and the AHF representative (if appointed) are provided with dedicated cars and drivers for the duration of their stay, unless the cost proves prohibitive to the Host NA.

6.2.2 Local Transport for Teams

For each participating team, the host NA must provide free of charge



- Transfers on arrival and departure from airport/train station/ferry terminal to team hotel and vice versa
- Transfers from the team hotel to the venue and back for matches the team competes in
- Transfer from the team hotel to the venue and back for at least the first practice session (unless the Host NA budget allows for free-of-charge transport for a higher number of practice sessions)
- Transfers between the team hotel and the official function and opening and closing ceremonies

If a team selects accommodation which is farther than five kilometres from the Main Hotel and the venue, the Host NA is not required to provide local transport to that team free-of-charge.

If a team wishes to travel to the venue to watch matches, they are responsible for the cost of the transfers unless the Host NA budget allows for such an expense.

For any transfer of a team to compete or practice, the vehicle(s) must transport only members of that team. The timings of arrival and departure must be agreed between the Host NA and the team.

Suitable transport must also be provided for athletes and athletes' representatives who are unable to travel with their team in the event of anti-doping testing as and when required.

6.2.3 Local Transport for Media

If sufficient number of accredited media are present at the event and accommodated at the same hotel, the Host NA should try to provide transport to and from the event venue if possible.

6.3 **Travel**

6.3.1 Travel for Event Officials

The Host NA must provide return travel return travel (economy class) for the AHF Representative (, Technical Delegate, Technical Officers, Umpire Manager(s), Neutral Umpires, AHF Event Director and AHF Video Umpire Coordinator.

Itineraries must allow for arrival of the Technical Delegate by the third day prior to the first day of competition, while the itineraries for all other event officials must allow for arrival by the second day prior to the first day of competition.

The Host NA must agree the proposed travel itinerary and schedule with each event official before any booking is made. If the conditions are favorable, the event official may in agreement with the Host NA book their ticket directly and be reimbursed when they arrive at the event. Such reimbursement should (local exchange requirements permitting) be made in US Dollars.

Event officials may not make direct bookings themselves without the Host NA's prior agreement and approval. In case a booking has been made by an event official without such agreement and approval, the Host NA shall not be obliged to reimburse the cost.

In case of dispute, itineraries are to be approved by the AHF.

Travel for National Umpires and Judges is arranged and paid for by their respective NAs. The Host NA must request itinerary and schedule details in good time to arrange airport transfers.

6.3.2 Travel for Teams

Travel for participating teams is arranged and paid for by their respective NAs. The Host NA must request itinerary and schedule details in good time to arrange airport transfers.

7 Commercial Rights

7.1 Allocation of Commercial Rights

The commercial rights for the event are shared between the AHF and the Host NA. Both the AHF and the Host NA are entitled to retain the income they derive from their allocated commercial rights.

The information in this event manual describes the standard allocation of commercial rights for AHF events. However, the AHF will discuss and negotiate with the Host NA individually and may agree amendments, additions and exceptions. Any such variations will be reflected in the signed hosting agreement between the two parties.

7.1.1 List of Rights Reserved for the AHF

The AHF reserves the following rights for its own use or use by its partners or nominated representatives at no cost to the AHF:

- Advertising on umpiring shirts and event officials' uniforms
- Field of play advertising (one perimeter board for AHF use plus five perimeter boards for use by its commercial partners)
- Branding of the front of the technical table

7.1.2 List of Rights Reserved for the Host NA

The following rights are reserved for use by the Host NA or use by its partners or nominated representatives:

- Event naming / title sponsor rights (The Host NA must obtain prior written approval from the AHF before appointing any title sponsor for the event.)
- Ticketing
- Hospitality
- Catering
- Event merchandising
- Any branding and advertising inventory listed under 9.1.3 which is not reserved for and used by the AHF

7.1.3 List of Shared Commercial Rights

The following commercial rights are shared between the AHF and the Host NA and will be exploited by both parties (unless otherwise stated under 9.1.1 or 9.1.2):

- Field of play advertising (perimeter boarding, overruns (cam carpets), pre/post-match center mat, team benches, scoreboard and/or clock, video board (content and surround of screen), stick bins)
- Advertising on the goal posts, goal boards, goal nets
- Backdrops (press conference, mixed zone, interview)
- Uniforms (volunteers and ball patrol)
- Signage (directional, informational and recognition signage in and around the venue)
- Print and promotional items (event advertising, posters, flyers, billboards, banners, event stationery, tickets, passes, accreditations, press releases etc.)
- Program book
- Match results board
- Announcements on the stadium audio system
- Online (event website and social media channels)
- Event hospitality lounge



- If applicable, audio, visual and audio-visual media rights (recording, editing and transmitting by any means all audio, visual, or audio-visual signals of all matches as well as ceremonies)
- If applicable, broadcast sponsorship rights

7.1.4 Additional Commercial Rights

Any commercial rights not explicitly referred to in sections 9.1.1 through 9.1.3 must be agreed in writing between the AHF and the Host NA in due time before the start of the event.

7.2 Restrictions

No sponsorship or advertising for tobacco products is permitted at any AHF events.

8 Marketing, Promotion and Ticketing

In addition to organizing the event with suitable services and facilities, the Host NA should market, promote and present the event in a way in order to create awareness and drive interest.

8.1 Event Logo, Event Title and Other Logos

The event logo, which includes the official title of the event and the Title Sponsor logo, if the event has a Title Sponsor, is developed and supplied by the AHF and must be used as provided without modifications by the Host NA. The event logo must be part of all promotional campaigns from the beginning.

Additionally, the official title of the event, as confirmed by the AHF, must be used in any reference to the event.

Any event artwork which includes the event logo, commercial partners' logos, or any AHF intellectual property must be approved by the AHF prior to production.

8.2 Print and Promotional Materials

The Host NA should plan, produce and distribute print and promotional materials prior to and during the event to promote the event and the sport, drive ticket sales and attendance, educate and engage fans and drive media interest and coverage.

The Host NA is required to produce at its own cost

- all promotional materials, e.g. event advertising, posters, flyers, billboards, banners etc.
- all print materials, e.g. event stationery, tickets, passes, accreditations, program book, press releases etc.

All print and promotional materials must include the event logo, full event title, AHF logo and the logos of the commercial partners and be of a quality that is befitting of a world class event.

No commercial logos, trademarks or advertising of any entity other than those of the AHF, Host NA or commercial partners must be included in the event marketing materials.

8.2.1 Program Book

The Host NA may produce a program book. If a program book is produced, it should preferably be in full colour, published in English, and available preferably free-of-charge for all stakeholders.



The cover page of the program book must include the official event title, date and place of the event, event logo and the commercial partner logos.

The content of the program book must at a minimum include

- the AHF President's photo and welcome message (one full page),
- a presentation of each team,
- a list of event officials,
- the match schedule,
- a history of the event,
- a summary of the competition format, and
- all required advertising (one page per commercial partner).

The layout and contents of the program book should be approved by the AHF before printing.

8.3 Branding and Signage

The Host NA is required to produce at its own cost

- all branding materials, e.g. branding of event vehicles, in-venue boards, flags, fence scrim, uniforms etc.
- all signage at the venue including directional signage, informational signage (e.g. prices at catering outlets), recognition signage (e.g. sponsor recognition), and the match results board (if any)

The Host NA should provide clear directional signage around and within the venue, in English and the native language/s of the Host NA country.

8.3.1 Perimeter Boarding

Perimeter boards offer substantial visibility to commercial partners and are placed around the pitch. The perimeter boards must be visible without any obstruction obscuring visibility during matches. They must be repaired or replaced in case of damage during competition or training.

All perimeter boards must be of uniform dimensions (preferably 5x1 meters) and made of a solid material.

The Host NA must produce and install all perimeter boards for the event and dismantle the boarding after the event has finished at its own cost, except if otherwise agreed with the AHF in writing prior to production.

The artwork for all AHF-owned perimeter boards, and those owned by AHF commercial partners, will be provided by the AHF.

One board displaying event branding and / or AHF branding (at the AHF's discretion) is placed in the center of the side line facing the technical table.

Second- or higher-tier board or other advertising is not permitted unless agreed by the AHF.

8.3.2 Technical Table

The Host NA must produce and install AHF branding on the front of the technical table at its own cost, except if otherwise agreed with the AHF in writing prior to production, with the artwork to be provided by the AHF.

8.3.3 Match Results Board

The Host NA may produce and install a match results board.

The match results board serves the purpose of informing spectators and other stakeholders of previous results and standings. It should be located in a high-traffic area with good visibility, e.g. near the venue entrance or in the spectator plaza area.



The match results board displays the match schedule, previous results and pool standings and shall be updated promptly after each match with the half-time and final score of the match.

8.3.4 Backdrops

The Host NA may produce and install a press conference backdrop.

If a press conference backdrop is produced and installed, it should be of a suitable height and width, positioned behind the head table, covering the entire width of the table.

Optionally, a mixed zone backdrop may also be produced and installed. It should be of a sufficient size and be suitably located to appear in the background of any interviews conducted and photos taken in the mixed zone.

Any backdrop layouts must include all commercial partner logos as appropriate and must be approved by the AHF before production.

8.4 Merchandising

The Host NA may create and sell a range of event merchandising items. All merchandising items must bear the event logo and / or event title and be of a quality befitting the event.

All income from merchandise sales is for the Host NA.

8.5 Website, Social and Digital Media

The official online presence of the event in the English language is delivered and managed by the AHF including, but not limited to, the international event website, social and digital media channels (Facebook, Twitter, Youtube, live-streaming platforms etc.).

The Host NA and the AHF will cooperate with the aim of making contents available in the local language(s) across the communications channels.

In any case, the Host NA may cover its team's preparations and performance within its established online communications channels as it would if it were a participating NA, including general event information as required in this context.

8.6 Ticketing

The Host NA is responsible for the organization of the ticketing for the event (if any) which includes the design and production of the event tickets as well as all ticket sales and delivery processes.

The Host NA may appoint an approved agent to perform the event ticketing on its behalf.

The ticket prices must be reasonable, non-prohibitive and non-discriminatory.

All income from ticketing is for the Host NA.

9 Media and Broadcast Services

The AHF is committed to provide media coverage of all events. In this respect, Host NA must co-ordinate media preparations with the AHF Office.



9.1 Media

9.1.1 Media Officer

The Media Officer may be appointed by the AHF. If no Media Officer is appointed by the AHF, the Host NA should designate a Media Officer for the event.

The Media Officer is an important member of the team of officials and should work in close co-operation with the Technical Delegate and the Host NA. He or she shall be responsible for the management of all media-related activities from two days prior to the start of the competition.

9.1.2 Accreditation and Access Control

The Host NA must set up a process for media accreditation for all media representatives who wish to attend the competition in a reporting role.

An accreditation request template can be provided by the AHF upon request.

The Host NA will grant accreditation upon being satisfied with the verification of the media representative's credentials and genuine intent to attend the event in a reporting role.

The Media Officer for the event shall be kept informed of the process and all accreditation issued.

The Host NA is also responsible for providing visa invitation letters for any accredited media representatives who require such an invitation.

9.1.3 Media Center

In case of sufficient media interest, the Host NA should provide a media center for media reporting from the event.

The media center should be close to the competition pitch with easy access to the media seating, spacious, well-lit, air-conditioned or heated. It should include:

- a reception area with a welcome / help desk
- a work zone with sufficient numbers of work tables, power outlets, LAN and wireless internet access
- pigeon holes for the distribution of match documentation
- optionally, a media lounge area with a range of hot and cold drinks (as a minimum coffee, tea and water) and food (minimum of snacks/sandwiches)

9.1.4 Mixed Zone

It is recommended that a mixed zone is established where athletes exit the field of play after every match, allowing them to easily stop for media interviews. All athletes must use this exit, but they are not obliged to stop at the media's request.

The Host NA must provide staff to manage the flow of athletes through the mixed zone.

9.1.5 Press Conferences

In case of sufficient media interest, press conferences may be held after matches.

If scheduled, team captains and head coaches from both teams are required to attend the press conferences after their matches, but additional athletes or team staff may be requested to attend if there is sufficient media interest.

The Media Officer should facilitate the press conference with respect to introductions of the captains and coaches and facilitation of questions from the media.



The press conference room should be close to the media center, equipped with head table, seating, and optionally, a branded backdrop.

9.1.6 Photographer Positions

The Media Officer will define the photographer positions on the competition pitch(es). The positioning should not interfere with the field of play, umpire paths, and perimeter boarding visibility.

9.2 **Broadcast**

9.2.1 Rights

All domestic broadcast, video, online and audio rights to the program of the event (all matches and ceremonies), including all forms of television, are reserved for the Host NA.

The allocation and exploitation of international broadcast, video, online and audio rights to the program of the event (all matches and ceremonies), including all forms of television, will be discussed in good faith between the Host NA and the AHF if production is likely to be available, but before any arrangements are confirmed.

9.2.2 Responsibilities

The AHF and Host NA will make a joint effort to secure an event host broadcaster and arrange television production for the event.

10 **Protocol and Hospitality**

10.1 **Protocol**

10.1.1 Flags

The national flags of all participating teams' countries and the AHF and FIH flags must be flown at the competition pitch during the entire event.

The flags of the Host NA and other participating teams are arranged in alphabetical order of the names of the countries in the English language, with the AHF and FIH flags in a prominent position either in the center between the national flags or to the side of the national flags.

10.1.2 Pre-match Protocol

The pre-match protocol guides the proceedings from the end of the teams' warm-up to the start of the match and includes elements such as e.g. the final match preparations, the coin toss, the teams and umpires entering the field of play, player presentations (if any), anthems and pre-match team huddles.

The protocol and timings below reflect the standard protocol. However, the protocol for the specific event should be confirmed with the Technical Delegate and consider special requirements such as broadcast timings.

- 8 minutes	End of Warm-up	Teams leave field of play and return to benches for last preparations.
-------------	----------------	--



- 6 minutes	Coin Toss	Umpires perform coin toss with team captains.
- 5 minutes	Line-up and Walk-out	Umpires and teams are lined up in front of benches or in tunnel. Umpires lead teams to the middle of the pitch.
- 4:30 minutes	Pre-match Presentations	(if any)
When teams and umpires are lined up in the middle of the pitch (and any presentations concluded)	Anthems	Announcer asks spectators to stand, anthems are played.
When anthems have ended	Handshakes and huddles	Teams shake each other's and umpires' hands and break away into huddles.
When teams and technical table are ready	Start of match	Umpires start the match.

The anthems need to be sought from the participating teams or may be provided by the AHF.

Any request for pre-match presentations or demonstrations (such as a minute of silence or the wearing of black armbands) must be submitted with full details to the Technical Delegate at the latest 60 minutes before the start of the match.

All presentations and demonstrations are subject to AHF approval, and any requests are considered on their individual merit on a case by case basis. As a rule, the AHF encourages presentations for multiples of 50 caps, but does not allow presentations for birthdays or multiples of 25 or 75 caps.

In accordance with the Olympic Charter, political demonstrations or statements must not be allowed under any circumstances.

During the pre-match proceedings, the stadium announcers will announce the following information in English and the Host NA language/s:

- Country names of the competing teams
- Names of athletes and coaches
- Names of umpires
- Pre-match presentation details if any
- Instructions to spectators e.g. "please stand for the national anthems"

10.1.3 Opening Ceremony

Opening ceremonies are not mandatory at AHF events.

Any arrangements for an opening ceremony will be at the cost of the Host NA and are subject to prior approval by the AHF Representative, or in their absence, by the Technical Delegate.

The date, timing, location, format and guest list of any opening ceremony must be carefully planned to ensure that the activities do not interfere with the competition preparations (meetings, equipment checks, field of play preparation etc.) or put an undue strain on teams (preventing or interrupting practice, exposing athletes to physical stress such as standing for long periods of time or heat etc.)



It is recommended that a short-form opening ceremony be considered, with a brief speech by a VIP and / or entertainment elements being integrated into the match schedule of the first day of competition, again carefully planned not to interfere with competition activities.

10.1.4 Closing Ceremony

All arrangements for the closing ceremony will be at the cost of the Host NA and are subject to prior approval by the AHF Representative, or in their absence, by the Technical Delegate.

The closing ceremony is conducted on the competition pitch as soon as possible and practical after the end of the final match, starting no later than 10 minutes after the end of the match.

Players must be uniformly dressed in either playing attire or other team uniforms (track suits, leisure suits etc.).

The closing ceremony includes, in the following order, the presentations of

- additional awards if any (e.g. a Fair Play Trophy; any additional awards must be approved by the AHF at least one day before the closing ceremony),
- the Best Goalkeeper of the Tournament award,
- the Topscorer of the Tournament award,
- the Rising Star award (only in senior competitions; eligible are all junior / U21 players in the competition),
- the Best Player of the Tournament award,
- the bronze, silver and gold medals, and
- the winner's trophy.

All awards and medals are provided by the Host NA at its own cost. The Host NA must provide 18 medals of each color, with the medal design to be approved by the AHF prior to production (see Appendix B: AHF Responsibility Chart).

Optionally, the Host NA may produce and install a three-tiered podium or a one-tiered stage for the closing ceremony.

The presentation area must be securely roped off and stewarded, with access and areas for photographers and broadcasters managed in cooperation with the Media Officer.

10.2 VIPs and Hospitality

10.2.1 Event Hospitality

The Host NA may provide a catered event hospitality lounge at its own cost for VIPs, commercial partners etc.

It is recommended that opening hours are at a minimum from the start of the first match of the day to the end of the last match each day.

The food and beverage offer should include hot and cold refreshments (soft drinks, tea, coffee and, if permitted by local law, wine and beer) as well as snacks and optionally a hot meal offer once a day.

The event hospitality lounge may also include a welcome desk and/or an information board within the room which provides guests with information such as the match schedule, results, statistics, transport schedules, program book etc.

10.2.2 Official Function

It is recommended that the Host NA hosts an official function (e.g. official dinner) during the event.



The details of the proposed function (date, time, place, format, dress code, proposed list of invitees and details of any speeches, presentations or entertainment, must be submitted to the AHF Representative or in their absence, the Technical Delegate, for approval in due time.

At a minimum, the list of invitees must include

- all appointed event officials,
- at least two representatives from each participating team,
- any present members of the AHF Executive Board and committees,
- any present members of the AHF staff,
- AHF commercial partners, and
- AHF invited guests.

10.2.3 Any Other Functions

For any other public or official functions planned during the event, details shall always be coordinated with the AHF Representative or in their absence, the Technical Delegate.



Appendix A: AHF Event Checklist

The next pages provide a checklist for event organizers, highlighting the main points to consider and keep track of when organising an AHF event.

However, please note that this list is not exhaustive, and not all points will apply to all tournaments.

Section A - Organisation and Planning

- A1. Upon awarding of hosting, which is confirmed by letter from the AHF, the Host NA should establish an organizing committee, recruit volunteer organisers, establish key tasks, develop an action plan and establish meetings of the organizing committee.
- A2. Liaise regularly with all teams and officials (see below).
- A3. Contact the AHF office to agree match schedule. Once the match schedule is confirmed, it may be published and will be circulated to the participating teams and officials by the AHF.
- A4. Check the appropriate Tournament Regulations.
- A5. Recruit volunteers to assist with the tournament, including team liaison officers, event officials' liaison officer, ball patrol, secretarial staff, ticket and program book sellers, announcer, pitch manager and assistants etc.
- A6. Provide uniform for all volunteers so that they can be identified easily.
- A7. Check that liaison officers can speak the team's own language, or if not, appoint translators if possible.
- A10. Arrange appropriate insurance cover, operational licences, safety certificates as maybe required.
- A11. Produce emergency action plan in case of an emergency in the stadium.
- A12. Arrange appropriate overnight security at the venue if required.

Section B - Team and Officials Information

- B1. Obtain contact details of the participating teams and AHF appointed event officials from AHF.
- B2. Send information to teams and officials as required (with copy to AHF), which should include as a minimum (this information should be sent at least two months before an event):
 - Hotel details including prices of rooms, meals, location from tournament venue etc.
 - Visa information (if appropriate) - see below
 - Travel information, port of arrival, local travel arrangements
 - Availability of practice facilities and times available
 - Match schedule (once approved)
 - List of event officials
 - Details of requirements and deadlines for program book
 - Time and venue for TD briefing meetings
 - Details of any social or civic functions
 - Any other useful local information, city maps, stadium plans, lists of restaurants etc.



- B3. Agree with TD and UM the venue for tournament briefing meetings and any equipment required, such as computer, data projector, screen etc.
- B4. Produce accreditation passes for teams, event officials, media, volunteers as required.
- B5. Produce practice schedule for all teams
- B6. Liaise with UM regarding any umpire fitness test requirements.
- B7. Appoint Tournament Doctor/Medical Officer, and also a Media Officer if required.
- B8. Arrange tournament shirts for umpires and officials.
- B9. Provide welcome pack for all teams and officials on arrival.
- B10. Advise teams of all financial arrangements - what they must pay for and which items the hosts/organisers are providing. Advise teams in advance of the type and price of any entrance tickets available for any supporters travelling with them.
- B11. Provide maps and details of facilities at the Stadium or in the vicinity.
- B12. Provide details of stadium emergency procedures (e.g. for evacuation in case of fire).
- B13. Advise (if known) if there will be any anti-doping testing procedures at the tournament.
- B14. Advise what medical support is available, including doctor, physiotherapist, treatment room, relevant contact details etc.
- B15. Establish if any of the teams require visas, and if so, what documents do they require from the organisers in support of their visa applications. The important thing is to maintain close contact with those teams and to ensure that any applications for visas are made in good time.

Section C - Transport

- C1. Appoint a Transport Co-ordinator.
- C2. Liaise with all teams and officials regarding their travel arrangements to the host city.
- C3. Arrange transport from arrival airport/railway station/ferry terminal to hotels for:
 - AHF Representative (by car)
 - All teams
 - TD and UM (by car)
 - All other technical officials and umpires
- C4. Advise all concerned of arrival times, meeting points, names of liaison officers, drivers etc., and give a contact telephone number in case of emergency or last minute changes to travel plans.
- C5. Arrange daily transport from hotels to playing venue for event officials.
- C6. Arrange daily transport from hotels to playing venue for teams as required by them, including practice sessions.
- C7. Arrange transport for any social or civic activities, tournament dinner etc.
- C8. Produce a daily transport schedule for distribution to all concerned.
- C9. Produce a schedule of departures and advise all concerned of their pick-up times and location.



Section D - Hotel Accommodation

- D1. Appoint a Hotel Co-ordinator.
- D2. Select number of hotels to be offered to teams (the designated hotels). Agree which hotel will be used for event officials and VIPs.
- D3. Liaise with all teams and officials regarding their accommodation requirements.
- D4. Make bookings for all event officials as required. Check that twin rooms meet minimum size requirement for umpires and technical officials. Confirm umpire room sharing arrangements with UM in advance of arrival.
- D6. Check with teams if they have made their hotel bookings and liaise with hotel regarding bookings
- D5. Set up tournament information desk in the hotel lobby.
- D6. Arrange for a tournament notice board in hotel lobby.
- D7. Produce a list of all the hotel room numbers of event officials (including umpires) and hotel and room numbers for team managers for the use of TD and UM.

Section E - Catering Arrangements

- E1. Arrange for appropriate public catering outlets at the venue for spectators, teams and officials.
- E2. Provide private catering as required for event officials, VIPs and invited guests.
- E3. Provide catering for all volunteer workers.
- E4. Adequate supplies of bottled water should be available for the teams during matches.
- E5. Ensure that there is always enough ice available pitchside (including plastic bags for the ice)

Section F - Pitch

- F1. Book competition pitch for the duration of the tournament, including practice days. Book a second pitch if required.
- F2. Check goals and nets, they must be in good condition. Ensure availability of spare nets.
- F3. Ensure the pitch markings are as required by the current Rules of Hockey.
- F4. Ensure availability of corner flags and posts as well as spare flags.
- F5. Confirm pitch watering arrangements, timing and personnel/rotas: it will be vital for the personnel to be ready and in position if the pitch needs watering at half-time.
- F6. Consider positioning of perimeter advertising, including the positioning of advertising boards. Ensure there is no danger to players
- F7. Ensure availability of team benches as required per this manual.
- F8. Ensure availability of technical table as required per this manual.
- F9. Provide appropriate technical equipment as required per this manual.
- F10. Provide sufficient FIH approved match balls.



- F11. Provide appropriate weather/pitch watering protection for team benches/technical table.
- F12. Provide stick bins beside team benches.
- F13. Provide additional chairs for suspended players beside technical table.
- F14. Arrange equipment - podiums, ropes etc. - for the prize giving and medal ceremonies.

Section G - Stadium

- G1. Install results board showing match schedule and daily results.
- G2. Check match scoreboard and clock are fully operational. Provide a back-up power supply or spare batteries.
- G3. Prepare team names for scoreboard (if not electronic).
- G4. Install and test public address or loudspeaker system.
- G5. Install any merchandise or food sales stands.
- G6. Install spectator barriers, safety tape, bollards etc.
- G7. Install or check protection for spectators - protective netting behind the goals.
- G8. Mark and signpost seating area for VIPs, guests, officials and teams who are not playing.
- G9. Arrange any marquees, tents or portable cabins which might be required.
- G10. Install directional signage.
- G11. Install temporary toilet facilities.
- G12. Prepare changing rooms, including allocation to teams and umpires. Arrange for cleaning (between use by different teams as well as at the end of the day) and security (management of the keys).
- G13. Install program book sales desk or arrange for program book sellers on foot (sufficient volunteers and cash float).
- G14. Prepare Technical Delegate's and Umpire Manager's offices and equipment.
- G15. Prepare secretariat office, equipment and staff.
- G16. Prepare lounge room for event officials (if available).
- G17. Prepare office for AHF Representative (if appointed).
- G18. Install video platform for teams.
- G19. Prepare rooms and equipment for medical facilities (and anti-doping testing if required). Liaise with the Tournament Doctor or the person in charge of medical facilities.
- G20. Confirm that 24-hour service available during the tournament to deal with mechanical or electrical faults, which may occur at the stadium or on the equipment, such as the watering equipment or the electrical supplies or equipment?
- G21. Install suitable internet facilities (preferably wireless) to allow for updating of entry form details and results to FIH Tournament Management System.



Section H - Media and Commercial

- H1. Appoint a Media Co-ordinator.
- H2. Plan and install media facilities.
- H3. Prepare media accreditation and photographers bibs.
- H4. Mark and signpost reserved media seating area.
- H5. Obtain sponsorship and/or perimeter advertising for the tournament. Liaise with AHF regarding commercial opportunities for sponsors, including naming rights.
- H6. Discuss tournament with national and local television, radio and newspapers.
- H7. Arrange local publicity campaign.
- H8. Decide ticket prices and sales channels, and print tickets if required.
- H9. Request event logo from AHF for use on all print and promotional items, event promotion, online channels etc.
- H10. Design and produce a tournament program book. Obtain local advertisements, team and officials information and photographs, together with AHF information and advertisements. Seek AHF approval before printing.

Section I - Miscellaneous

- I1. Provide trophies and medals as required by AHF Responsibility Chart.
- I2. Obtain national anthems of competing teams.
- I3. Obtain flags of competing countries and AHF.
- I4. Arrange ambulance and medical staff.
- I5. Check with appropriate authorities regarding anti-doping testing. Provide facilities if required.
- I6. Hire two-way radio network for TD and volunteers.
- I7. Send invitations to VIPs, commercial partners and civic guests.
- I8. Arrange any social events or program for teams and/or officials, advise them of details, arrange transport as required.

Appendix B: AHF Responsibility Chart

Event	No of Teams	AHF Representative	Technical Delegate	Technical Officer	Umpire Manager(s)	Umpires	Judges	Media Officer	Medical Officer	Medals
Asian Games Qualifiers <i>Men</i> AHF Cup <i>Men</i> Junior AHF Cup <i>Men</i>	4 or more	1	1	2(1)	1 (2 if more than 8 teams)	2+p	6 (max of 8)	1	1	18x3
Asian Games Qualifiers <i>Women</i> AHF Cup <i>Women</i> Junior AHF Cup <i>Women</i>	3 or more	1	1	2(1)	1 (2 if more than 8 teams)	2+p	4 (max of 8)	1	1	18x3
Junior Asia Cup <i>Men and Women</i>	8	1	1	2(1)	1	2+p	6 (max of 8)	1	1	18x3
All other AHF events	3 or more	1	1	2(1)	1 (2 if more than 8 teams)	2+p	6 (Max of 8)	1	1	18x3

Key

2+p: two neutral umpires + one from each participating country in consultation with the AHF Umpiring Committee. Neutral Umpires for all tournaments except Asian Games, Asia Cup & Junior Asia Cup to be from within Asia.

2(1): two persons, one of whom may be from the host country

Technical Officers & Judges: to be appointed by AHF Competitions Committee from technical officials on Approved List recommended by NAs

FIH AHF Rep: TBD

TD, UM, Medical Officer, Media Officer: Return travel (economy class), full board (single room) + daily allowance

TO, Neutral Umpires: Return travel (economy class) Full Board (twin sharing) + daily allowance

Judges & Umpires: Full Board (twin sharing) + daily allowance